

ACS/Emergency Worker Registration Process

Required Steps for Receiving a City of Seattle ACS ID/State Emergency Worker Card

1. The ACS Application must be completed and submitted to the Seattle Division of Emergency Management: (3 possibilities)

- a. You completed the form and submitted it at the community center meeting.
- b. You received a form at the meeting – please mail it to:
Seattle ACS, Division of Emergency Management
2320 4th Avenue
Seattle, Washington 98121-1718
- c. You may complete and submit your application on-line at:
<http://seattle.gov/acs/>

Thank you for submitting your application for membership in ACS.

2. The next step is to stop into the Seattle Police Department so they can take your finger prints and conduct a records check.

- a. Please go to the Justice Center, Police Headquarters, located at 610 5th Ave (*at the corner of 5th Ave and Cherry*)
- b. Hours are Monday through Thursday 8:30 AM until 4:00 PM.
- c. Enter the most northern door of the building on 5th Ave. and walk up to the window.
- d. Let the staff know you are here for finger printing.
- e. It is **most important to tell them that you are an applying to be a volunteer at the Seattle EOC**. If they seem confused or don't know what to do with you - ask them to write Maris Catalano's name on the finger print card and route it to her. She is a SPD ID Supervisor and familiar with our program.
- f. E-mail Mark Sheppard at mark.sheppard@seattle.gov to confirm you have completed this step.

3. Taking your photograph – you may have done this at the meeting. If not, once the Police Department has cleared you, you will be contacted to have your picture taken for your ID badge.

4. Please check into the Seattle ACS radio net which meets every Monday evening at 7:00 PM on the PSRG Repeater at 146.96 MHz.

You may also want to join our ACS e-mail list server - please send an e-mail to:

Acs-list@msepweb.engr.washington.edu

<https://msepweb.engr.washington.edu/cgi-bin/mailman/listinfo/acs-list>

And check our WEB page for information as well

If you should have any questions, please contact Mark Sheppard, N7LYE ACS Manager at 206 684 5027